

Decatur, Illinois
November 14, 1989

**SUBSTATION ELECTRICIAN
APPRENTICESHIP & TRAINING PROGRAM
ILLINOIS POWER COMPANY & I.B.E.W. LOCAL 51, 309 & 702**

- A. The apprenticeship and training program shall be administered by the Company, and all apprentices shall conform to the rules of the program.
- B. In the event the Employer and the Union representatives on the Joint Committee cannot agree on the program, the matters in dispute shall enter the grievance procedure at the 4-Man Board step.
- C. The Apprenticeship and Training Standards herein stated are the complete program and once agreed to shall remain in force unless changed by consent of the parties to this Agreement.
- D. No section, or part, of these Standards shall conflict with the Collective Bargaining Agreement. Where such conflict may appear, the Collective Bargaining Agreement shall prevail.

I. THE JOINT COMMITTEE

The Joint Apprenticeship and Training Committee, hereinafter called the "Committee" shall be composed of equal representation by three (3) persons to represent Illinois Power Company and one (1) person from each of the three locals (three (3) union members).

- A. Members of the Committee shall be appointed by the group they represent, and vacancies shall be filled in the same manner.
- B. The Training Coordinator will be chairman of the Committee. A Secretary will be appointed by the Committee.
- C. Consultants may be invited to attend meetings of the Committee, but shall have no vote or voice. Committee must agree on consultants.
- D. The Committee may appoint joint subcommittees or representatives who will manage the program in their respective areas and report to the Committee.

II. DUTIES OF THE COMMITTEE

- A. The Committee shall, in conformity with this Substation Electrician Apprenticeship and Training Program and the currently approved Collective Bargaining Agreement, advise and counsel the employer on rules and requirements governing the policies, administration, supervision, education and training of all substation electrician apprentices.
- B. The Committee shall meet bi-annually and/or on call of any member of the Committee.
- C. The Committee shall consider and act on all issues of apprenticeship and training.
- D. The Committee shall advise the Employer in determining the need for apprentices and/or training, as well as the facilities required to educate and train the apprentices.
- E. The Committee shall establish minimum standards of education, training and on-the-job experience for apprentices.
- F. The Committee shall keep complete and accurate records of education, training and on-the-job experience on each apprentice.
- G. The Committee shall advise the Employer on establishment of such rules and policies as it deems necessary for the successful operation of the training program.
- H. The Committee shall hear and consider all violations of its rules and shall make recommendations as it deems necessary in each individual case.
- I. The Committee shall call on consultants in the education, apprenticeship and technical fields for help and guidance when deemed necessary.

III. APPRENTICESHIP AGREEMENT

- A. All apprentices now employed by the Employer have the option to stay with the existing on-the-job four-year program or to convert to this apprenticeship program. Those transferring to this Apprenticeship Program shall be evaluated and give credit for time served.
- B. All apprentices approved after this Apprenticeship Program is instituted and prior to being classified as an apprentice, shall be shown and given an opportunity

to study the program, the Committee policies and general requirements for completion of the Apprenticeship Program.

- C. The apprentice, regardless of his assigned Headquarters or sub-headquarters location can expect to be assigned to various locations as training needs dictate.

IV. PROBATIONARY PERIOD

- A. Shall be as per the current Collective Bargaining Agreement.
- B. Should an Apprentice leave the program voluntarily or be removed by the committee after (A) above, the Apprentice will be allowed to exercise his rights in accordance with Local Union-Company agreements.

V. TERM OF APPRENTICESHIP

- A. The length of the Apprenticeship shall be 6000 straight-time actual working hours. Overtime hours will be adjusted to reflect straight-time hours in administration of the program. (Example: 4 hours at 1-1/2 rate = 4 hours time).

In addition to the 6000 hours, a minimum of 36 months will be required for completion. Absence time, including vacations, holidays, sickness, excused or unexcused absences will be excluded. Time worked in non-related activities (such as meter reading) will also be excluded. Time in formal instruction classes will be included. Hours for travel will not be included.

- B. The 6000 hours will be comprised of not less than those indicated in Section XI.

VI. ADVANCEMENT

The program will consist of 4 steps consisting of 1500 hours of actual work in each step. Basic work permitted during each step will be as follows:

- 1st - Any work involving de-energized equipment and any work on equipment energized at 500 volts or less while assisting or under the direct supervision of a Journeyman.

Thereafter - Work on any energized equipment while assisting or under the direct supervision of a Journeyman.

A. At the end of each 1500 hour period of actual work, the Committee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken by the Committee on each apprentice to:

- (1) approve advancement to next step,
- (2) extend present rating for a probationary period as stipulated below,
- (3) terminate the individual's apprenticeship.

B. Apprentice must satisfactorily complete all requirements of each step before advancing. The normal and expected performance level will be to complete all requirements for a particular step by the time the 1500 hour work period has been completed. In the event that extenuating circumstances prevent this, a grace period of up to one month may be granted, subject to review of the Joint Committee.

- a. 1st to 2nd step advancement - 1500 hours and 1 month grace period.
- b. 2nd to 3rd step advancement - 1500 hours and 1 month grace period.
- c. 3rd to 4th step advancement - 1500 hours and 1 month grace period.
- d. Total length of program cannot be completed prior to 36 months.

C. Performance Appraisal:

Appraisal forms are to be used in monitoring an Apprentice's progress. The "Substation Electrician Apprentice Weekly Training Summary" will be completed for each Apprentice every week. They will be forwarded to the Training Coordinator weekly for review. If necessary, the Apprentice Coordinator will discuss with the supervisor to insure that the proper amount of time is being worked in each category.

The "General Performance Appraisal - Substation" will be completed bi-monthly for each Apprentice. An appraisal will be prepared by the Leadman or Foreman with input from the Journeyman. A separate appraisal will be prepared by the supervisor.

Copies of all Appraisals and Training Summaries will be forwarded to the Apprentices and the Joint Committee.

VII. SAFETY

- A. Safety instruction will be included as part of the curriculum provided in the classroom, or other organized courses of related instruction.

VIII. EDUCATION

- A. A requirement of the Substation Apprentice Program includes completion of a home study program and of a "formal classroom" curriculum (courses).
- B. The "formal classroom" curriculum will require that the apprentice attend classes provided by Illinois Power instructors and to attend courses held at "remote locations." It is anticipated that "remote locations" will include the training facilities of other utilities, of manufacturers, and/or at those of selected educational institutions.

IX. HOME STUDY COURSE

- A. A home study course will be developed for the Substation Apprentice Training Program. It may be the present ICS course or it may include lessons from the ICS course and lessons from other resources. The course will be developed so that it can be completed within the 36-month apprentice program.
- B. Periodic testing will be required.
- C. The apprentice must complete all of the course, including successfully passing all examinations prior to advancement to Journeyman. Twenty-five percent (25%) of the course (including appropriate exams) must be completed before advancement is permitted to the second step; fifty percent (50%) prior to the third step, etc.
- D. An apprentice who fails an exam will be given a second opportunity to pass the exam. A second failure will result in a referral to the committee. The committee may elect any of several options, including, but not limited to, an additional opportunity to retake the exam or termination of the apprenticeship.

X. FORMAL TRAINING

- A. Each apprentice will be required to successfully complete a climbing and training school furnished by the employer. Qualified employees from the locals will

be requested to assist in the school whenever this training is conducted on IP property.

- B. Each apprentice will be required to become certified in CPR and to complete a first aid course. The CPR and first aid classes will be provided by the Company.
- C. Classes will be scheduled throughout the apprenticeship on various substation construction and maintenance topics. The apprentice shall attend these when requested. These will be scheduled as far in advance as possible to permit the apprentice to arrange his personal schedule.
- D. Some training, instruction, and/or courses will be required at locations other than those on IP properties. Where possible, arrangements will be made so that the apprentice can travel during regular working hours. When this is not possible, the apprentice will travel as needed. Travel time hours outside of regular hours will be paid at the appropriate rate.
- E. The apprentice is required to pass all exams given by the organization sponsoring the assigned course. The Company will not send an individual who fails an exam to a repeat course. The Company, if permitted by the sponsoring organization, will administer a second exam (provided by the sponsoring organization). The retry exam must be taken within thirty days after the failure of the first exam. Failure of the second or retry exam will invoke item IX-D.
- F. Overtime will not be paid for required "at home" or "away from class" study that may be required to successfully complete a class.

XI. ON-THE-JOB TRAINING MINIMUM HOURS BY CATEGORY

Construction	500 Hours
Maintenance	1660 Hours
Electronic Substation Tech *	800 Hours
Testing (Doble, etc.)	400 Hours
Miscellaneous	<u>1640 Hours</u>
TOTAL	6000 Hours

* To be done during 3rd or 4th Step.

X. TRANSFERS

- A. Journeyman lineman transferring to the Substation Department shall enter the Substation Electrician program at the beginning of the third step.
1. The transferee will be required to complete all correspondence and course work prior to his advancement to journeyman.
 2.
 - a. The transferee will be given credit for 3000 hours of substation apprentice training. He will be required to complete 1500 hours as a 3rd step apprentice and 1500 hours as a 4th step apprentice.
 - b. The transferee will be required to successfully complete all formal (classroom) training scheduled during these two steps.
 - c. At the conclusion of 2a and 2b, the transferee will be advanced to the Journeyman's classification. This advancement is subject to the following paragraph 3.
 3.
 - a. During the next 3000 hours, the transferee (even though he is classified as a Journeyman) is required to successfully complete all scheduled formal (classroom) training normally required of a 4 step substation apprentice that was not previously completed during the transferee's 3rd and 4th step.
 - b. Failure to successfully complete any of the training would invoke Item IX-D.
 4. Credit will be given for previously completed (equivalent) courses under the Lineman Apprentice or other programs.
- B. Power plant electricians transferring to the Substation Department shall enter the Substation Electrician program at the beginning of the third step.
1. Power plant electricians shall have completed all of the requirements for a first class electrician's position.

2. The transferee will be required to complete all correspondence and course work prior to his advancement to journeyman.
 3.
 - a. The transferee will be given credit for 3000 hours of substation apprentice training. He will be required to complete 1500 hours as a 3rd step apprentice and 1500 hours as a 4th step apprentice.
 - b. The transferee will be required to successfully complete all formal (classroom) training scheduled during these two steps.
 - c. At the conclusion of 2a and 2b, the transferee will be advanced to the Journeyman's classification. This advancement is subject to the following paragraph 3.
 4.
 - a. During the next 3000 hours, the transferee (even though he is classified as a Journeyman) is required to successfully complete all scheduled formal (classroom) training normally required of a 4 step substation apprentice that was not previously completed during the transferee's 3rd and 4th step.
 - b. Failure to successfully complete any of the training would invoke Item IX-D.
 5. Credit will be given for previously completed (equivalent) courses under other programs.
- C. Other transferees - Other persons with technical training transferring to the Substation Department will be admitted to the program at an appropriate step level.
1. The Joint Committee will specify the level after a review of the individual's credentials.
 2. The transferee will be required to complete all correspondence and classroom work prior to his advancement to journeyman.
 3. Credit will be given for previously completed (equivalent) courses under other programs.
 4. In no case will a transferee be admitted to the program at a level above the 3rd step.